

Temporary Use Permit Application

Section I: Property Owner(s)

Name: _____

Mailing Address: _____

City, State & ZIP code: _____

Phone: _____ Fax: _____

**If More Than One Owner, Attach Additional Sheet With Names, Addresses And Signatures As Requested Below*

Section II: Applicant Information & Primary Contact Information

Applicant Name: _____

Project Name: _____

Affiliation With Project: _____

Mailing Address: _____

City, State & ZIP code: _____

Phone: _____ Fax: _____

Email: _____

Section III: Property

Street Address: _____

Major Cross Streets and/or Intersection (lot #, if applicable): _____

General Location/Name of Subdivision: _____

Assessor's Parcel Number: _____

Legal Description (Section, Township & Range): _____

Size (Gross And Net): _____ Sq. Ft. _____ Acres

Description Of Request: _____

Existing Zoning _____ Existing Use Of The Property: _____

Dates Of Temporary Use: _____

Section IV: Submittal Requirements

Please provide the following (attach additional sheets if necessary):

Office Use Only	Applicant	Item
		Two 24" x 36" scaled site plans depicting: <ul style="list-style-type: none">▪ Size and shape of parcel▪ Location of proposed and existing buildings and uses▪ Parking areas, including access and surfacing material▪ A photo or elevations of the item if this is a unique use▪ All adjacent rights-of-ways (i.e. <i>what major streets is the subject property bounded by</i>)▪ Landscaping plans as applicable
		One copy of neighborhood notification letters (template available online) <ul style="list-style-type: none">▪ Mailing instructions: Once staff has approved the applicant's neighborhood notification letter, applicant must mail out the letters via certified mail to the tax billing address of all adjacent property owners within three hundred (300) feet of the external boundaries of the subject property.▪ Letters must be sent via certified mail and with the City's mailing address as the return address: City of Maricopa Development Services Dept. Case #_____, P.O. Box 610, Maricopa, AZ 85139
		One copy of proof of mailing
		One copy of complete, alphabetized list of all property owners within 300 feet of the external boundaries of the subject property (list submitted may be no older than 30 days)
		One copy of a map of the area depicting the 300-foot radius from which the adjacent property owner list was derived, showing adjacent properties and noting existing land uses and zoning
		Source from which list was derived (i.e. name of title company)
		A map of the area (tax assessor map is acceptable)
		Provide a narrative describing the following information: <ul style="list-style-type: none">▪ Description of the proposed use, hours of operation, and the facilities proposed for the land use▪ Describe any adverse impact the proposed land use may have on surrounding properties and on the neighborhood▪ Describe the steps that will be taken to avoid or lessen the adverse impacts
		Legal description of the subject property
		Fee: \$200.00

I have read this temporary use permit application and understand that if my application is not complete in all respects it will not be processed until such time as it is complete.

Signature Of Applicant	Print Name	Date
Signature Of Property Owner	Print Name	Date

***If More Than One Owner, Attach Additional Sheet With Names, Addresses And Signatures**

Office Use Only		
Case #:	Zoning Map #:	Fees:
Date Of Subittal:	Accepted By:	